

WORD OBJECTIVES

Unit A

OBJECTIVES

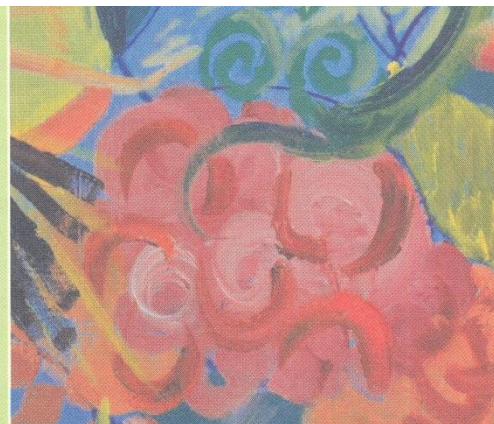
- Understand word processing software
- Explore the Word program window
- Start a document
- Save a document
- Select text
- Format text using the Mini toolbar
- Create a document using a template
- View and navigate a document



Unit B

OBJECTIVES

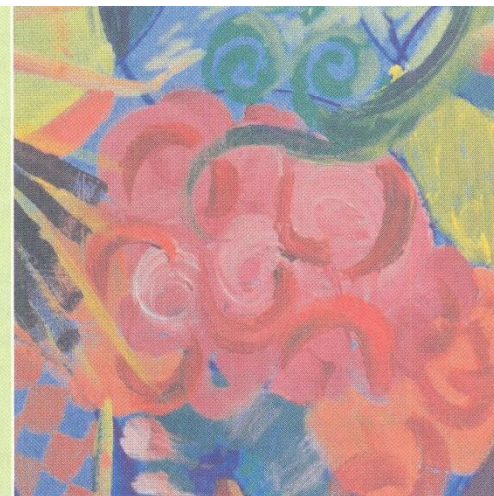
- Cut and paste text
- Copy and paste text
- Use the Office Clipboard
- Find and replace text
- Check spelling and grammar
- Research information
- Add hyperlinks
- Prepare a document for distribution



Unit C

OBJECTIVES

- Format with fonts
- Copy formats using the Format Painter
- Change line and paragraph spacing
- Align paragraphs
- Work with tabs
- Work with indents
- Add bullets and numbering
- Add borders and shading
- Add footnotes and endnotes



WORD OBJECTIVES

Unit D

OBJECTIVES

- Set document margins
- Divide a document into sections
- Insert page breaks
- Format columns
- Insert page numbers
- Add headers and footers
- Edit headers and footers
- Insert a table
- Insert clip art



Unit E

OBJECTIVES

- Insert a table
- Insert and delete rows and columns
- Modify rows and columns
- Sort table data
- Split and merge cells
- Perform calculations in tables
- Apply a table style
- Create a custom format for a table

